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Acer Chromebox CXI

User's Manual

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Acer Chromebox User's
Manual Original Issue: 07/2014

Product Registration

When using your product for the first time, it is recommended that you immediately register it. This will give you access to some useful benefits, such as:

- Faster service from our trained representatives.
- Membership in the Acer community: receive promotions and participate in customer surveys.
- The latest news from Acer.

Hurry and register, as other advantages await you!

How to register

To register your Acer product, please visit **www.acer.com**. Select your country, click **Register a product** and follow the simple instructions.

After we receive your product registration, you will be sent a confirmation email with important data that you should keep in a safe place.

Obtaining Acer accessories

We are happy to inform you that Acer's warranty extension program and notebook accessories are available online. Come and visit our online shop and find what you need at **store.acer.com**.

The Acer store is being progressively rolled out, and, unfortunately may not be available in some regions. Please check back regularly to see when it will be available in your country.

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____

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Getting started

Turn on your Chromebox

On the Chromebox, the power button is located at the upper-right corner of the keyboard. A "connect" screen will appear when the Chromebox first boots up.

Select your language settings

Use the "Select your language" drop-down list to choose your default language setting. If there is more than one way to type in your language, you may be prompted to select a keyboard input method as well.

Connect to a network

Select a wireless network from the "Select a network" list to connect to the Internet. If network access is protected, you will need an access password to connect to it.

Accept the Terms of Service

Once connected to a network, accept the Terms of Service. Your Chromebox will then download any available system updates, so you automatically get the latest Chrome OS features.

Sign in to your Google Account

If you already have a Google Account, enter your username and password in the sign-in box that appears and click on the **Sign in** button.

Sign in
Google
Email
Acerguides@gmail.com
Password
Sign in
If you don't have a Google Account you can Create a Google Account now.
You may also skip sign in and Browse as Guest.

Important: Sign in with your primary Google Account. This account will be set as the owner and is the only account that will be able to change certain Chrome settings.

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Create a new Google Account

You can create a new Google Account if you don't already have one. Click **Create a Google Account** on the right to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Docs, and Google Calendar.

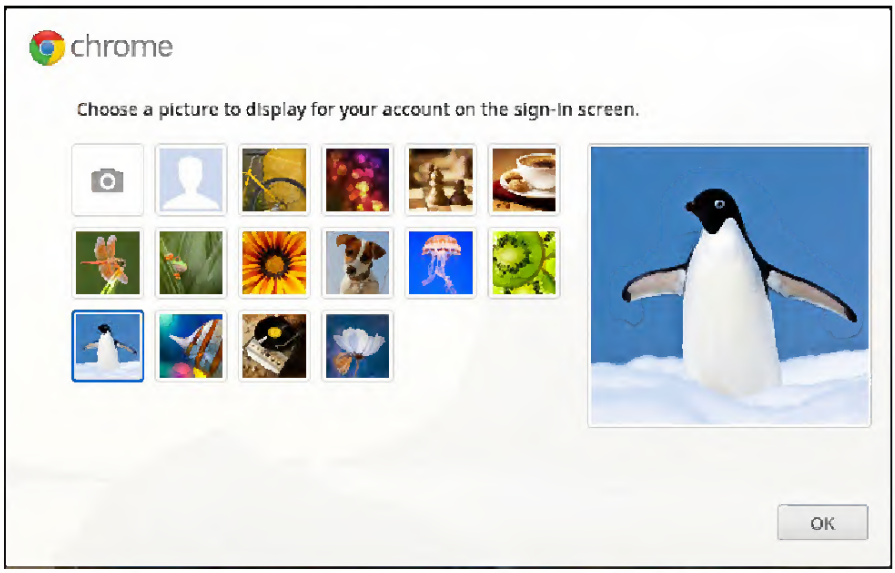
Browse as a guest

You can also use the Chromebox without a Google Account by clicking **Browse as a Guest** on the left.

Set your account picture

This picture will represent your account on the main sign-in screen and status area. If you like, you can use the Chromebox's built-in webcam to take a photo. If you don't want to take a photo at this time, you can choose an icon instead. You can always update your picture after you've signed in.

Also, your Chromebox is integrated with your Google account profile. After signing in with your Google account you have the option of choosing your Google account profile picture.



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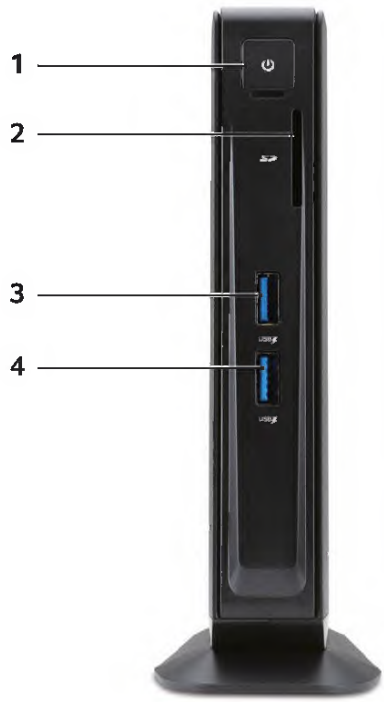
Your Acer Chromebox tour

Now that you are done setting it up, let us show you around your new Acer Chromebox.

Front view



#	Icon	Item	Description
1		Power key	Turns the computer on and off.
2		SD™ card reader	Accepts Secure Digital (SD™) cards. ***Note:*** *The card reader uses one card at a time.*

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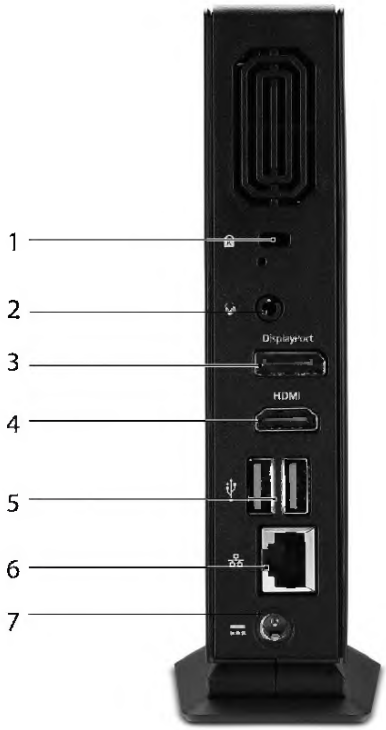
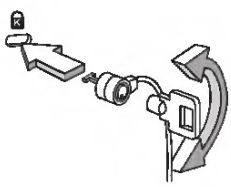
#	Icon	Item	Description
3	USB	USB port	Connect to USB devices. *If a port is black it is USB 2.0 compatible, if it is blue it is also USB 3.0 compatible.*
4	USB	USB port	

Rear view



#	Icon	Item	Description
1		Kensington lock slot 	Connects to a Kensington-compatible computer security lock. ***Note:*** *Wrap the computer security lock cable around an immovable object such as a table or handle of a locked drawer. Insert the lock into the notch and turn the key to secure the lock. Some keyless models are also available.*

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#	Icon	Item	Description
2		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.
3		DisplayPort	Supports high-definition digital video connections.
4		HDMI port	Supports high-definition digital video connections.
5		USB port	Connects to USB devices. *If a port is black it is USB 2.0 compatible, if it is blue it is also USB 3.0 compatible.*
6		Ethernet (RJ-45) port	Connects to an Ethernet 10/100/1000-based network.
7		DC-in jack	Connects to an AC adapter.

Environment

- Temperature:
  - Operating: 5 °C to 35 °C
  - Non-operating: -20 °C to 65 °C
- Humidity (non-condensing):
  - Operating: 20% to 80%
  - Non-operating: 20% to 80%

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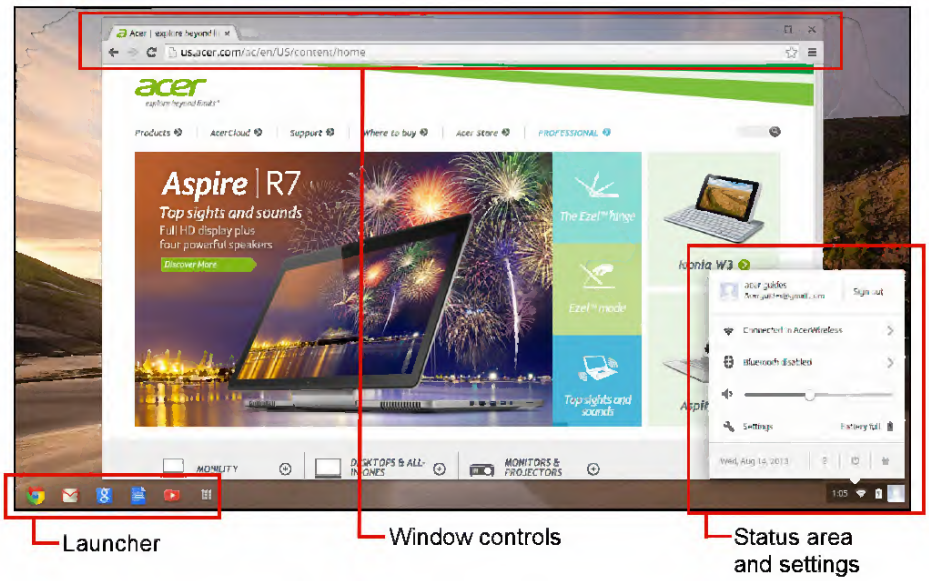
The Chrome OS Desktop

Desktop overview



Window controls

Icon	Description	Icon	Description
	Close a tab		Open a new tab
	Minimize, maximize, or dock the window on the left or right		Close the window
	Back to the previous page		Go to the next page
	Reload the page		Search
	Bookmark		Chrome controls

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Launcher

Icon	Description	Icon	Description
	Google Chrome		Gmail
	Google Search		YouTube
	Google Drive		Apps list

Status area and settings

Icon	Description	Icon	Description
	Chrome OS help		Shut down
	Lock screen		Settings
	Battery status		Volume control
	Bluetooth status		Wireless network connection

Note: Specifications vary. Some icons may not be applicable to your Chromebox.

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Apps

Managing apps

Installing apps in Chrome OS

See **"Installing new apps from the Chrome Web Store" on page 15**.

Removing apps from Chrome OS

1. Click the apps list button (⊞).
2. Right-click on the app you want to remove.
3. Select **Remove from Chrome**.

Customizing apps pinned to the launcher

1. Click the apps list button (⊞).
2. Right-click on the app you want to add to the launcher.
3. Select **Pin to Launcher**.

To reorder the apps in the launcher, just drag them around.

Google Drive

All files saved to your *Google Drive* are saved online and are accessible to other devices, such as your smartphone or tablet. Files saved to the *Downloads* folder are saved to your local drive and are only accessible to your Chromebox.

Note: You must be connected to the Internet to do the following Google Drive operations.

Sync files from Downloads to Google Drive

1. In the apps list, click on the **Files** icon.

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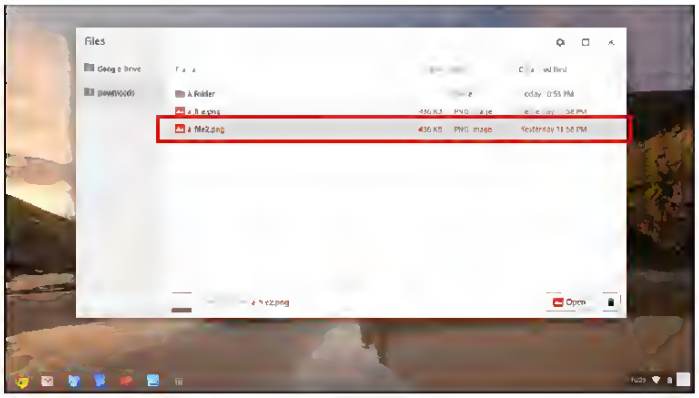
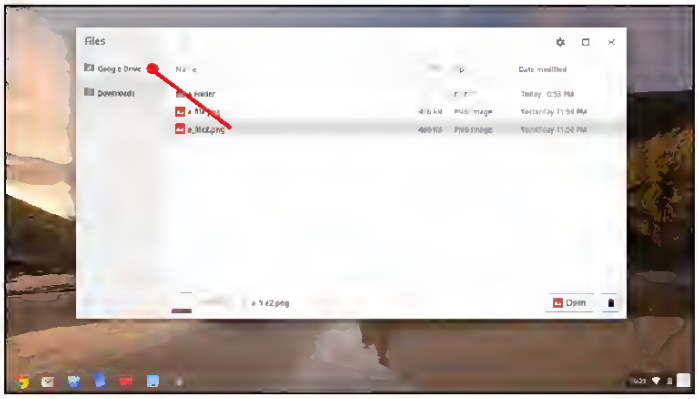
2. If this your first time accessing your Google Drive, click on the *Google Drive* icon to enable access.
3. Once your Google Drive is enabled, select the files that you want to upload.



4. Drag-and-drop the files on to *Google Drive*.



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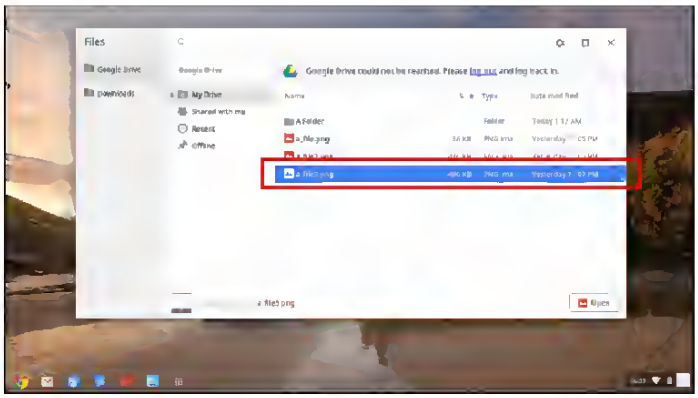
Enable offline access to Google Drive files

You can access files stored on your Google Drive while offline, but first you must enable offline access:

1. In the Apps panel, click on the **Files** icon, then click on **Google Drive**.
2. Select the file (s) you want to access offline.
3. Right-click to bring up the context sensitive menu and click on **Available offline**. A check mark will appear to indicate the file is available offline.



Gmail

Composing an email

1. From the launcher, click on the **Gmail** icon.
2. Click **COMPOSE**.
3. Enter the recipient's email address, the subject, and the message.
4. When you are finished composing your message, click **Send**.

Google Docs

Creating a new document

1. From the launcher, click on the **Google Drive** icon ( ).
2. Click on **CREATE** and select the type of document you want to create.

YouTube

YouTube is a video-sharing website on which users can upload, share and view videos. You can access it by clicking the **YouTube** icon on the launcher.

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Playing video or audio files

Your Chromebox has a built-in media player to play audio and video files. To play a file, double-click on an audio or video file in your *Files* app.

Media type	Supported formats
Audio / Video	.3gp,.avi, .mov, .mp4, .m4v, .m4a, .mp3, .mkv, .ogv, .ogm, .ogg, .oga, .webm, .wav

Other Supported File Types

Your Chromebox supports a number of other file formats.

File type	Supported formats
Microsoft Office files	.doc, .docx, .ppt, .pptx, .xls, .xlsx – (all read-only)
Images	.bmp, .gif, .jpg, .jpeg, .png, .webp
Compressed	.zip, .rar, .tar, .tar.gz (.tgz), .tar.bz2 (.tbz2)
Other	.txt, .pdf

Chrome Web Store

Installing new apps from the Chrome Web Store

1. Click the apps list button (⊞) and then click on **Chrome Web Store**.
2. You can then browse through the app categories in the left column or search for a specific type of app using the search box.
3. When you find an app that you would like to add, hover your mouse over it and then click on **ADD TO CHROME**.
4. A verification window will pop up, click on **Add** to download and install the app, or click on **Cancel**.
5. To open your new app, click the apps list button (⊞) and then click on the app.

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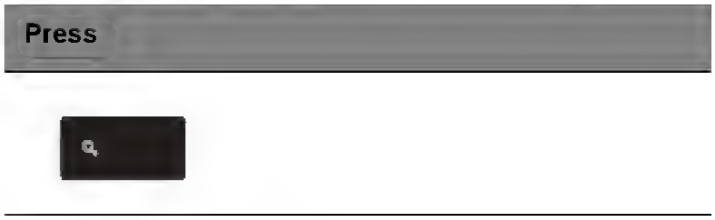
Chrome OS tips and tricks

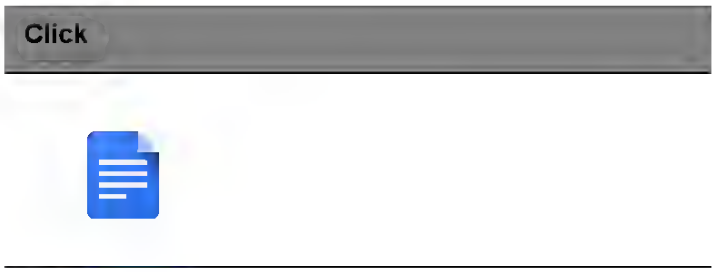
Your Chromebox is a new type of computer that works somewhat differently than what you may be used to, so you might like to know how easy and useful things are when using it. Here are some tips and tricks.

How to create documents

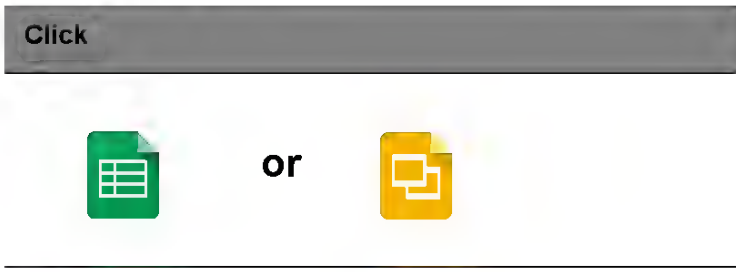
1. Press the **Search** key on your keyboard.



2. Click on **Google Docs**.



That's it. You've just created a new document in less than one second. With your new document, you can add text, insert images, change the font, make it bold, underline it, italicize it – you get the gist. You can also click **Google Sheets** to create spreadsheets and **Google Slides** to create presentations.



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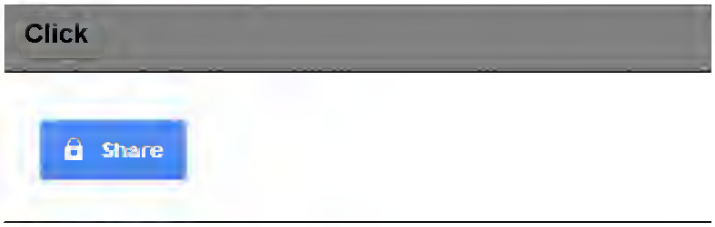
How to share documents with other users

1. Click the **Share** button in the upper right corner of your document.



2. Add people by typing in their email address.

3. After you click **Done**, they'll receive an email letting them know a document has been shared with them.

To find your document later, press the **Share** key and click on the **Google Drive** icon – this opens Google Drive, which shows you a list of your files and folders. You can search for files by name at the top of the screen.

How to start a video chat

1. Press the **Search** key and click on the **Hangouts call** icon.

2. Type in the name or email address of a person.

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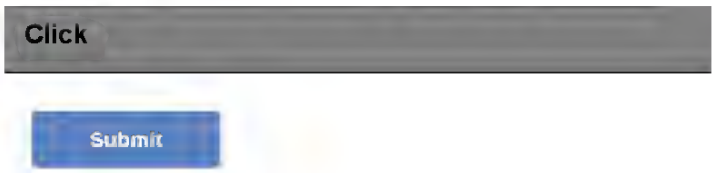
3. Click the **Submit** button to start your Hangout.

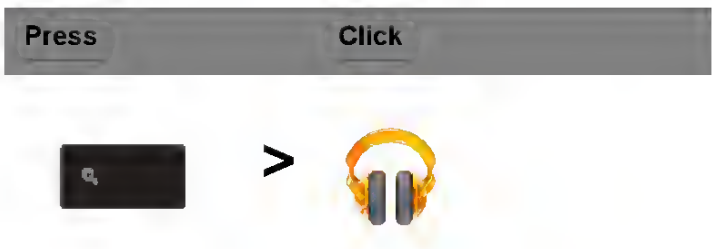


For all you **S**kype users out there, Google+ Hangouts are free video chats for up to ten people.

How to listen to music

Google Play Music

1. Press the **Search** key and click **Google Play Music.**



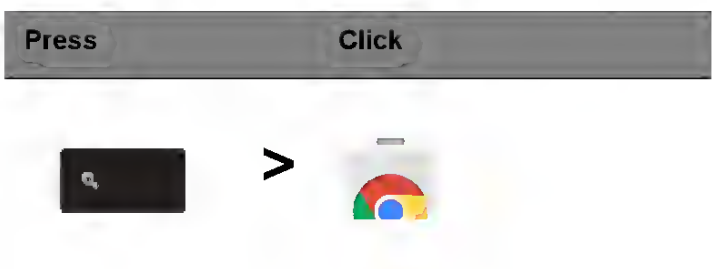
2. To discover or buy songs, use the search box at the top.

3. To play a song, just double-click on it.

4. All of the music you upload or buy will be saved under **My Music.**

For other streaming apps like Pandora, **S**potify, Rdio, Deezer and more (availability varies by country):

1. Press the **Search** key and click on **Store** to go to the Chrome Web **S**tore, then do a search for **Pandora** or other music apps.



2. When you find what you want, click the **Add to Chrome** button.

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How to watch videos, TV, or movies

YouTube

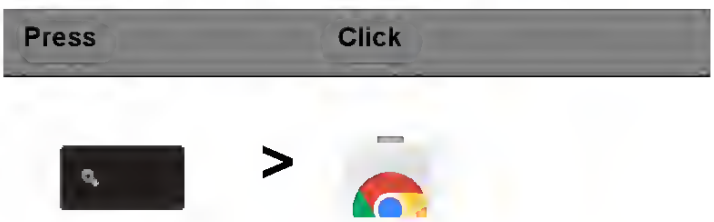
1. Press the **Search** key, click **YouTube** and you're ready to roll.

Google Play Movies

1. Press the **Search** key and click **Google Play Movies.**

To find more entertainment apps like Netflix, Flixster, and more (availability varies by country):

1. Press the **Search** key and click **Store.**



2. Select **Entertainment** on the left side.
3. Choose **TV & Movies.**

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How to open Microsoft Word and Excel documents

1. Press the **Search** key and click **Files.**

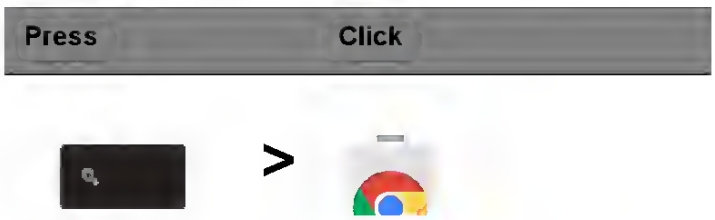
2. Double-click on any **Microsoft Office** file stored in Google Drive or on an external hard drive or USB flash drive connected to your Chromebox.

You can convert Microsoft Word and Excel files into Google Drive Documents and Spreadsheets and edit them. You can also export Google Drive documents and spreadsheets as Microsoft Office files.

How to use your Chromebox when there's no internet

Gmail:

1. Press the **Search** key and click on **Store** to go to the Chrome Web Store, then search for **Gmail Offline** in the upper left corner search box, and add it.



2. The next time you find yourself offline, press the **Search** key

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3. Click **Gmail Offline** to open it, and use Gmail like you normally would. It'll update and send your emails the next time you log on to the internet.

Google Docs, Sheets, and Slides:

1. When you open Google Drive while connected to the internet, it will automatically enable Offline Drive.

2. Once the process completes, the next time you want to create a document offline, simply press the **Search** key and click on **Google Docs**, **Google Sheets**, or **Google Slides**.

Find other useful offline apps at the Chrome Web Store by pressing the **Search** key and clicking on **Store.** When the Chrome Web Store opens, click on **Collections** in the left column and then **Offline Apps**.

The **Get Started** app and **Help** on your Chromebox have a lot of additional very useful information. They are well worth a look.

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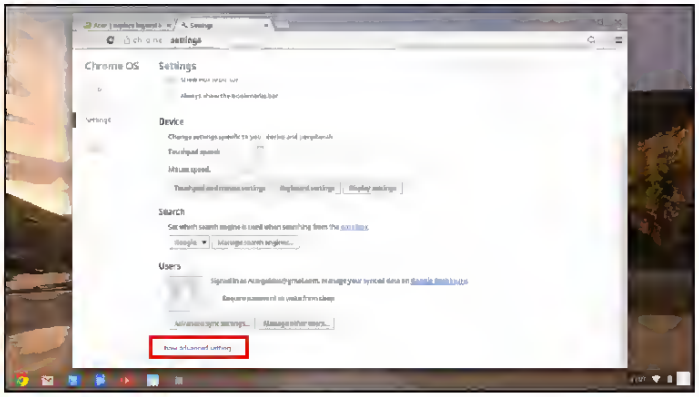
Settings

Use the settings menu to adjust the various options for your Chromebox. To access the settings menu:

1. Click on the status area in the lower-right corner, where your account picture appears.
2. Click on **Settings**.

3. To show the advanced settings, scroll to the bottom and click on **Show advanced settings**.



Changing the language settings

1. Click the status area in the lower-right corner, where your account picture appears.
2. Click on **Settings**.
3. Click on **Show advanced settings**.
4. Scroll down and click on **Customize languages and input**.
5. Click on **Add** to add additional languages.

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6. To enable a language for keyboard input, select the checkbox next to the language after adding it.
7. Click on **OK** when finished.

Changing the clock settings

You can change the time format and time zone on your Chromebox. If the date or time is incorrect on your Chromebox, try adjusting the time zone.

To change the time zone:

1. Click the status area in the lower-right corner, where your account picture appears.
2. Click on **Settings**.
3. Click on **Show advanced settings**.
4. Scroll down and click on the drop down box next to **Time zone**.

Customizing appearance

Customizing the wallpaper

1. Click the status area in the lower-right corner, where your account picture appears.
2. Click on **Settings**.
3. Click on **Set wallpaper**.
4. Select a preloaded wallpaper or click **Browse** to select your own image. You can also choose **I'm feeling lucky** to have the wallpaper change randomly.
5. Once selected, click **OK**.

Customizing the theme

1. Click the status area in the lower-right corner, where your account picture appears.
2. Click on **Settings**.
3. Click on **Get themes**.
4. You'll be taken to the Chrome Web Store, where you can find extra resources for the Chrome browser.
5. Once you find a theme that you'd like to try out, click **Choose theme**.

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Setting up a printer

You can use the Google Cloud Print service to send print requests to your printer. Not all printers are supported.

To learn more about Google Cloud Print and how to set up your printer, connect to the Internet to access the more extensive online help from **"Online and offline help" on page 27** and then search for **Google Cloud Print**.

Updating Chrome OS

Automatic update

Each time you turn on your Chromebox, it automatically checks for updates. When an update is available, this update icon ( ) will appear in the status area. To apply the update:

1. Click the status area in the lower-right corner, where your account picture appears.
2. Click **Restart to update**.
3. Your Chromebox will shutdown and automatically restart, with the update applied.

Manual update

To manually check for an update or check what version of Chrome OS you are using:

1. Click the status area in the lower-right corner, where your account picture appears.
2. Click on **Settings**.
3. In the new tab that opens, click on **Help** in the left column.
4. If any updates are available, they will be displayed on the page.

Warning! Do not modify your Chromebox's hardware yourself. Doing so will cause the update function to no longer work. Please get in touch with your dealer or an authorized service center. Visit www.acer.com to find an authorized service site.

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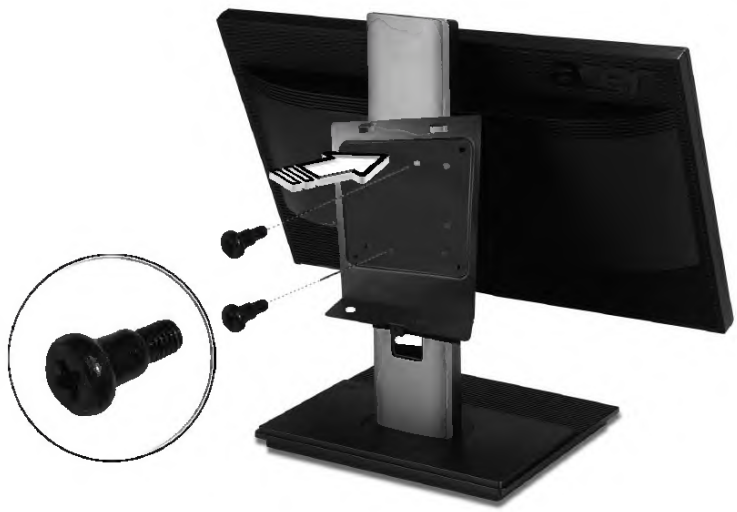
Using the VESA mount

Your Chromebox can be fitted with an optional VESA-compatible mount that allows you to mount it behind a compatible monitor or TV.

Note: If your display's VESA mounting holes are currently used for a stand, you will not be able to attach your Chromebox to the rear of the display.

1. Attach the mounting plate to the back of your display using the screws as illustrated.



(For selected models)

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2. Attach the mounting plate to your Chromebox using the screws as illustrated.

3. Position the Chromebox onto the display and secure with a screw as illustrated. The Chromebox and mount must be vertical.

Warning! Place your display on a flat, stable surface to prevent it from falling and damaging your new Chromebox and/or display. If your display stand has adjustable tilt, do not tilt it to such a degree that the it can fall over when your Chromebox is attached.

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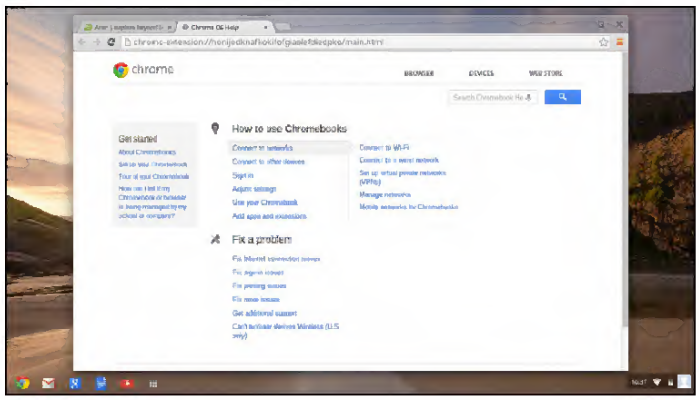
Help

Online and offline help

Additional help is available both online and offline. Help covers basic troubleshooting as well as more detailed information about Chrome OS and using your Chromebook.



To access the help pages:

1. Click the status area in the lower-right corner where your account picture appears.
2. Click on the question mark <?>.

Note: If you are connected to the Internet, the more extensive online help will automatically open. Otherwise, the offline help will open.

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